

# **NATIONAL PARK SERVICE ENVIRONMENTAL MANAGEMENT PROGRAM**

## **2006 NPS ENVIRONMENTAL ACHIEVEMENT (EA) AWARD NOMINATION INSTRUCTIONS**

Last updated: January 2006

Any employee of the National Park Service (NPS) may nominate any NPS employee, team, or partner in any of the award subject areas. Nominations must demonstrate an outstanding conservation or environmental accomplishment and its benefit to the NPS. The following lists the steps required to complete and submit a nomination.

### **1. Identify Award Subject Area**

The nomination form must indicate one of the following award subject areas. If the nominated project/activity falls into more than one subject area, write only one nomination that demonstrates the full scope of the program, and select the closest subject area.

- **Environmental Management Systems** - This category recognizes the most effective and innovative programs to implement environmental management systems at Federal facilities in accordance with Executive Order (EO) 13148. Implementation of facility-level environmental management systems shall include measurable environmental goals, objectives, and targets that are reviewed and updated as appropriate. The systems should include a compliance component. This category also recognizes the use of quantitative or qualitative consideration of the full range (cradle to grave) of environmental costs and impacts of certain activities or procurement. The effort should include environmental consideration in either descriptive or accounting format of raw material derivations, use and disposal of final products services; material and energy usage and waste; environmental, health and safety management costs; or the use of environmental accounting and life cycle assessment in multiple types of decision making.
- **Environmental Stewardship** - This category recognizes efforts that lay a foundation for, and support, far-reaching environmental improvements and initiatives throughout NPS. Examples of such improvements or initiatives would be in areas such as park operations, land management practices, technology enhancement/transfer, environmental education/training, policy making, program infrastructure development, and research.
- **Environmental (“Green”) Purchasing** - This category recognizes the most effective and innovative programs implemented for the purchase and use of recycled content, environmentally preferable, or biobased products. Preference will be given to nominations that include both purchasing of recycled content products and purchasing of either environmentally preferable or biobased products. For recycled content products, this award category focuses on, but is not limited to, those products designated in the Environmental Protection Agency (EPA) Comprehensive Procurement Guidelines (CPG). For environmentally preferable products, this award category recognizes the best examples of acquiring, using, or validating products or services that have a reduced impact on human health and the environment when compared with competing products or services that serve the same purpose; an outstanding improvement to a process that

resulted in significant monetary savings and benefit to the environment; or product testing that led to the approval and use of environmentally preferable products or services.

- **Minimizing Petroleum Use in Transportation** - This category recognizes programs, practices and procedures implemented in a Federal fleet that result in significant reduction in petroleum use. This includes establishment of new fuel infrastructure; methods for encouraging the use of alternative fuels; ride sharing programs; increased vehicle usage efficiency programs; hybrid vehicle or NEV acquisition and use; or any other methods the fleet uses to decrease petroleum consumption at the park. Preference will be given to nominations that demonstrate innovation in response to technical, logistical, financial, and other hurdles and that support the goals of EO 13149.
- **Recycling** - This category recognizes outstanding activities, including collection, separation, and processing, by which products or other materials are recovered from the waste stream for use in the manufacture of new products (other than use as fuel for producing heat or power by combustion).
- **Sustainable Design/ Green Building** - This category recognizes the most innovative Federal government sustainable design and green building projects. Nominations are limited to projects which have been completed, are under construction, or have completed the planning process and has been awarded to a successful bidder. Preference will be given to completed projects. Nominations should address all facets of a structure/project's life cycle (i.e., encompass project design, energy efficiency, materials usage, and building operations). Each nomination should highlight the cost effective use of innovative techniques and solutions that utilize sustainable design principles in the planning, construction, and operation of Park facilities.
- **Waste/Pollution Prevention** - This category recognizes source reduction practices related to the generation of non-hazardous solid wastes or hazardous wastes or pollution through any change in the design, manufacturing, or use/reuse of materials or products; and/or the amount of toxicity in waste materials before recycling, reuse, treatment or disposal.

It is recommended that nominations include education and outreach efforts designed to promote or enhance projects in any one of the main subject areas (DOI will give preference to such nominations for their EA Awards).

## 2. Identify Type of Recipient

- **Individual Employee** – Any single employee of the NPS (at any grade level).
- **Team** – Any Park, NPS regional office, division, or subdivision thereof (i.e., group of Park employees), or a cooperative entity formed between a Park and a partner.

- **Partner** – Commercial, private, or non-governmental entity doing business on NPS-administered lands (e.g., contractor, concessioner, cooperating association, etc.).

### 3. Identify the Scope of the Nomination

- **Multiple Parks** – Indicates a project or activity conducted at two or more Parks (in the same or different NPS regions), or at the NPS regional or national level.
- **Single Park** – Indicates a project or activity conducted by Park employees and/or partners operating within a single Park.

### 4. Assemble a Nomination Package

#### A. Instructions for Completing a Nomination Package

To be considered, the complete nomination package must include the following:

- ✓ **Completed nomination form;**
- ✓ **Signed memoranda** from both the Park Superintendent and Regional Director endorsing the nomination. If the nomination is *multi-park* in scope, then signed memoranda from all applicable Park Superintendents and Regional Directors must be included;
- ✓ **Abstract of Achievement** (250 words max.) describing the environmental achievement(s) of the project and benefits to the NPS;
- ✓ **Detailed Narrative** describing what positive changes were made by the accomplishments or actions of the individual, team, or partner. Explain clearly and concisely how these accomplishments or actions have contributed to improvement or protection of the environment. Include relevant information which may include quantitative data, such as reductions in waste generation. Please do not cite the results of any environmental compliance audits. Explain how the action incorporated, where applicable, the views of other federal/state/local governments, communities, and private sector. Explain how and why the activities could be replicated elsewhere. Also, if an individual is being nominated, include a brief summary of the nominee's job title and assigned duties; and
- ✓ **Supporting Documentation** such as news clippings, press releases, publications, photographs, plans, guidance documents, etc. Since the judges may not visit sites, applicants are encouraged to submit a reasonable amount of supporting materials. Please do not submit results of environmental compliance audits. For partners, if your nomination is park-specific, please do not submit corporate materials. Please do not submit videos.

#### B. Instructions for Submitting a Nomination Package

To be eligible, all nomination packages must be received by **April 7, 2006**. All nominations must be in electronic format. **DO NOT SUBMIT HARDCOPIES** of any nomination materials, except as noted below. Electronic submission of nominations may be through one of the two methods specified below (no exceptions).

### *NPS Intranet*

Go to <http://pfmd2.nps.gov/EMP/ea/index.cfm> and click on **2006 EA Award Nominations**. Read the introduction on this page and then click on the **on-line nomination form** link. This will bring up the 2006 nomination form. Complete all fields on this form. Type or paste text into the “Abstract,” “Narrative,” and “Supporting Documentation” fields. When pasting information into the form, all formatting is lost and some unwanted characters are inserted. Please make sure to re-format text pasted into the form (i.e., insert paragraph breaks and remove unwanted characters. Attach documents, pictures, etc. including digital facsimiles of signed endorsement memoranda from the Regional Director and Park Superintendent. If you are unable to create digital images of the signed memoranda, you may fax them to the attention of Carl Wang at 202-371-6623. Please do not fax any other materials.

### *Compact Disk*

For organizations without access to the NPS Intranet, electronic submissions will be accepted on compact disk (CD) only. Include a hardcopy of the completed EA Award nomination form (use the form attached to these instructions). Please send the CD and nomination form to the following address:

**Carl Wang  
National Park Service  
1201 Eye Street, NW (2420)  
Washington, D.C. 20005**

Do not send nominations via USPS as this will delay receipt of the nomination.

## **IMPORTANT CONSIDERATIONS**

Please note the following important points regarding NPS EA Award nominations:

- **To be considered, all or part of the nominated project must have occurred during Fiscal Year 2005 (October 1, 2004 - September 30, 2005).**
- **Nominations for projects that were cooperative efforts involving parks and partners are strongly encouraged because they are considered in-line with our overall servicerwide stewardship role.**
- **Team nominations must include details on contributions made to the project by each team member.**
- **Repeat nominations for individuals, teams, or partners who won an NPS EA Award or received Honorable Mention recognition in the past two (2) years for the same project will not be considered for an award. This includes partner nominations citing the same corporate-level activities as cited in a previously recognized nomination but taking place at a different park(s).**
- **Each nominee’s information will be verified using available information sources prior to evaluation by the NPS EA Awards Selection Committee (Committee).**
- **Contract requirements are minimum expectations and the Committee will not give credit to partners for simply meeting these requirements. Partners must**

**demonstrate** how the company exceeded its contract requirements for environmental achievement.

- **Separate nominations for the same project/activity under different subject areas will be deemed to be redundant by the Committee. In such cases, the Committee reserves the right to select which nomination will be considered for an award.**
- **The Committee reserves the right to change the selected subject area if it determines that the subject area of the nomination is not applicable.**
- **There is no need to submit separate nomination packages to DOI for the 2006 DOI EA Award. All NPS EA Award nominations received at WASO will be screened, and selected nomination packages will be forwarded to DOI (see “Important Instructions for DOI EA Award Nominations” below).**
- **Please be advised that although the Committee has aligned the NPS EA Award criteria with the DOI EA Award criteria, additional requirements and/or variations in the DOI EA Award criteria may become necessary.**
- **WASO recommends that nomination narratives include details of education and outreach efforts designed to promote or enhance projects since DOI will give preference to such nominations.**

### **IMPORTANT INSTRUCTIONS FOR DOI EA AWARD NOMINATIONS**

To streamline the NPS and DOI EA Award nomination process, all NPS EA Award nominations received at WASO will be screened, and selected nomination packages will be forwarded to DOI.

**If you missed the NPS EA Award nomination deadline, you can still submit your nomination for consideration as a 2006 DOI EA Award nominee.** All nominations specifically for the 2006 DOI EA Awards must be either:

- Sent to WASO on CD at least 10 business days prior to the deadline specified in the call for DOI EA Award nominations; nominations received later than this date may not be considered for forwarding to DOI. Nominations should be in the format specified by DOI in their nomination instructions. The nomination should state in the cover memo(s) from the superintendent and regional director that the nomination is being submitted so that it will be considered for forwarding to DOI;

**OR**

- Posted to the DOI EA Awards nomination website in the format specified by DOI in their nomination instructions. However, prompt notification must be given to WASO of the intent to post a nomination to the DOI EA Award website. This notification must be in writing and sent via e-mail to: [thomas\\_p\\_smith@nps.gov](mailto:thomas_p_smith@nps.gov). The posted nomination should include the required cover memo(s) from the superintendent and regional director (see #5 above). Nominations should be posted at least 10 business days prior to the deadline specified in the call for DOI EA Award nominations; nominations posted later than this date may not be considered for forwarding to DOI.

## **AWARD NOTIFICATION**

The NPS Environmental Achievement Awardees and Honorable Mention recipients will be notified via memoranda through the Director. Plaques and official award letters will be sent to the applicable Regional Offices to be presented by the Regional Director at the appropriate venue.